

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO, CA 94295-0001



Employee Name	<u>BRAUTIGAN, ROGER</u>
Expense Dates	<u>12/02/09-01/07/10</u>
Total Expense Amount	<u>2073.57</u>
Amount Due Employee	<u>1309.13</u>
Form ID	<u>TEA000556877</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	12/02	Lodging	148.50	
2)	12/03	Lodging	148.50	
3)	12/04	Lodging	148.50	
4)	12/05	Lodging	148.50	
5)	12/06	Lodging	95.00	
6)	12/08	Gasoline	20.73	
7)	12/14	Lodging	148.50	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

**Travel & Expense Account
Transmittal Sheet**

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	43:123	This trip is less than 24 hours and Dinner has been claimed. Validation of trip start/end time required.	
2)	23:23b	This trip is less than 24 hours and Breakfast has been claimed. Validation of trip start/end time required.	

I have reviewed the following documents.

Approved
by: _____

ROCKY J CHAVEZ

Travel & Expense Account Summary

Employee Name ROGER BRAUTIGAN
Expense Dates 12/02/09-01/07/10
Report Name Medal of Honor Funeral

Request Total \$ 2073.57
Direct Charge Total - 764.44
Travel Advances - 0.00
Net Due Employee = **1309.13**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Pathway	70.00
Regular Travel	Welcome Home	48.40
Regular Travel	American Legion	578.52
Regular Travel	Funeral	1376.65

NOTE: (d)=Direct Charge

DATE	Wed Dec 2	Thu Dec 3	Fri Dec 4	Sat Dec 5	Sun Dec 6	Mon Dec 7	Tue Dec 8			TOTAL
Mileage Personal Auto	6.60						6.60			13.20
Dinner	18.00	18.00	18.00	18.00	18.00					90.00
Lodging	148.50	148.50	148.50	148.50	95.00					689.00
Commercial Air Fare (d)	154.60									154.60
Lunch		10.00		10.00	10.00	10.00				40.00
Breakfast		6.00	6.00	6.00	6.00	6.00	6.00			36.00
Incidentals		6.00	6.00	6.00	6.00	6.00				30.00
Parking, Auto		9.00	9.00	9.00	9.00	9.00	9.00			54.00
Gasoline							20.73			20.73
Auto Rental (d)							249.12			249.12
TOTALS \$	327.70	197.50	187.50	197.50	144.00	31.00	291.45			1376.65

**Travel & Expense Account
Summary**

DATE	Sun Dec 13	Mon Dec 14								TOTAL
Mileage, Personal Auto	29.70	6.60								36.30
Parking, Auto		9.00								9.00
Auto Rental (d)		51.52								51.52
Lodging		148.50								148.50
Commercial Air Fare (d)		309.20								309.20
Dinner		18.00								18.00
Breakfast		6.00								6.00
TOTALS \$	29.70	548.82								578.52

DATE	Fri Dec 18									TOTAL
Mileage, Personal Auto	48.40									48.40
TOTALS \$	48.40									48.40

DATE	Thu Jan 7									TOTAL
Mileage, Personal Auto	70.00									70.00
TOTALS \$	70.00									70.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Funeral	12/02/09	Mileage, Personal Auto	6.60	Cash
Regular Travel	Funeral	12/02/09	Dinner	18.00	Cash
Regular Travel	Funeral	12/02/09	Lodging	148.50	Cash
Regular Travel	Funeral	12/02/09	Commercial Air Fare	154.60	Direct Charge
Regular Travel	Funeral	12/03/09	Dinner	18.00	Cash
Regular Travel	Funeral	12/03/09	Lunch	10.00	Cash
Regular Travel	Funeral	12/03/09	Breakfast	6.00	Cash
Regular Travel	Funeral	12/03/09	Incidentals	6.00	Cash
Regular Travel	Funeral	12/03/09	Parking, Auto	9.00	Cash
Regular Travel	Funeral	12/03/09	Lodging	148.50	Cash
Regular Travel	Funeral	12/04/09	Dinner	18.00	Cash
Regular Travel	Funeral	12/04/09	Breakfast	6.00	Cash
Regular Travel	Funeral	12/04/09	Incidentals	6.00	Cash
Regular Travel	Funeral	12/04/09	Parking, Auto	9.00	Cash
Regular Travel	Funeral	12/04/09	Lodging	148.50	Cash
Regular Travel	Funeral	12/05/09	Dinner	18.00	Cash
Regular Travel	Funeral	12/05/09	Lunch	10.00	Cash
Regular Travel	Funeral	12/05/09	Breakfast	6.00	Cash
Regular Travel	Funeral	12/05/09	Incidentals	6.00	Cash
Regular Travel	Funeral	12/05/09	Parking, Auto	9.00	Cash
Regular Travel	Funeral	12/05/09	Lodging	148.50	Cash
Regular Travel	Funeral	12/06/09	Dinner	18.00	Cash
Regular Travel	Funeral	12/06/09	Lunch	10.00	Cash
Regular Travel	Funeral	12/06/09	Breakfast	6.00	Cash
Regular Travel	Funeral	12/06/09	Incidentals	6.00	Cash
Regular Travel	Funeral	12/06/09	Parking, Auto	9.00	Cash
Regular Travel	Funeral	12/06/09	Lodging	95.00	Cash
Regular Travel	Funeral	12/07/09	Lunch	10.00	Cash
Regular Travel	Funeral	12/07/09	Breakfast	6.00	Cash
Regular Travel	Funeral	12/07/09	Incidentals	6.00	Cash
Regular Travel	Funeral	12/07/09	Parking, Auto	9.00	Cash
Regular Travel	Funeral	12/08/09	Mileage, Personal Auto	6.60	Cash
Regular Travel	Funeral	12/08/09	Breakfast	6.00	Cash
Regular Travel	Funeral	12/08/09	Parking, Auto	9.00	Cash
Regular Travel	Funeral	12/08/09	Gasoline	20.73	Cash
Regular Travel	Funeral	12/08/09	Auto Rental	249.12	Direct Charge
Regular Travel	American	12/13/09	Mileage, Personal Auto	29.70	Cash
Regular Travel	American	12/14/09	Parking, Auto	9.00	Cash
Regular Travel	American	12/14/09	Auto Rental	51.52	Direct Charge
Regular Travel	American	12/14/09	Mileage, Personal Auto	6.60	Cash
Regular Travel	American	12/14/09	Lodging	148.50	Cash
Regular Travel	American	12/14/09	Commercial Air Fare	309.20	Direct Charge
Regular Travel	American	12/14/09	Dinner	18.00	Cash
Regular Travel	American	12/14/09	Breakfast	6.00	Cash
Regular Travel	Welcome	12/18/09	Mileage, Personal Auto	48.40	Cash
Regular Travel	Pathway	01/07/10	Mileage, Personal Auto	70.00	Cash